



800.222.1391
Members_Info@thepolicecu.org
www.thepolicecu.org

Dear Applicant(s),

Thank you for choosing **The Police Credit Union**, for your home financing needs. We strive to make this a positive experience by keeping you informed throughout the process.

At the time of application we are required to provide you with the disclosures contained in this package. This is the first step in ensuring that you are aware of all the requirements and important information you will need. You may see some of these disclosures at various points throughout the mortgage process. By regularly providing you with the information contained within these documents, you can approach your closing knowing you are making an informed decision.

In addition to the disclosures, this packet includes a checklist referencing additional information you may need to provide us after we complete the preliminary review of your financial records. The following items are included in this package. Please review carefully and **complete, sign and date** all required documents:

- Loan Application (all pages), signed and dated
- Authorization to Release Information
- Appraisal & Title Examination Disclosures
- RESPA Servicing Disclosure
- HUD Home Loan Toolkit Brochure
- Consumer Handbook on Adjustable Rate Mortgages (ARM loans only)

Submitting your application and documents: You may submit your documents one of the following ways. Please do not send original documents only copies that we may keep.

- 1) Fax to 415.242.6576
- 2) Mail to The Police Credit Union, ATTN. Loan Department, PO Box 1087, San Bruno, CA 94066
- 3) Contact the Mortgage Loan Officer you are working with for instructions on how to send securely electronically

We appreciate the opportunity to work with you through this and all of your future home mortgage and financial needs. If you have any questions or need any assistance, please contact us at 800.222.1391 and we will be happy to assist you.



RETIRED INCOME BORROWER MORTGAGE APPLICATION CHECKLIST



Additional information may be required after our preliminary review of your financial records.

- Social Security Award Letter or Form 1099 or 2 months deposit statement (all pages) to support deposited income will continue for the next 3 years for applicant(s).
- Pension Retirement Award Letter or Form 1099 or 2 months' deposit statement (all pages) to support deposited income will continue for the next 3 years for applicant(s).
- Bank statements for most recent 2 consecutive months.
- Most recent asset and investment account statements, 401k, stocks, income property, and other income source. All pages, including blank pages, and no missing pages.
- Most recent 2-years Personal Tax Returns (Federal), including all schedules, statements, attached forms and blank pages. No missing pages; screen shots not permitted.
- Schedule K-1 if ownership is 25% or more, provide most recent 2-years Business Tax Returns including all schedules, statements, and attached forms. All pages, including blank pages. No missing pages; screen shots not permitted.
- Property's current Homeowners' Insurance declaration page, showing premium, coverage amounts and agent's name and phone number.
- Current mortgage home equity lines of credit statements for all mortgages (refinances only).
- Trust documents (if property will be held in a trust).
- Divorce Decree and/or Quit claim deed (if applicable).



CUSTOMARY FEES PAID BY BORROWERS



FEE	PURCHASE	REFINANCE
Appraisal/Appraisal Review /Appraisal Assignment		
County City School Taxes		
Courier Expense		
Credit Report		
Document Preparation		
Escrow Fee		
Flood Determination Certification & Monitoring		
Flood Insurance Premiums (if applicable)		
Hazard Insurance Premiums		
HOA Certification Fee		
Interest (prepaid)		
Lender's Title Insurance		
Loan Origination		
Mortgage and Transfer Taxes		
Mortgage Tax Service		
Notary Fees		
Owner's Title Insurance		
Payoff Demand Statement Fee		
Points		
Prepayment Penalty		
Private Mortgage Insurance Premiums (PMI) (if needed)		
Quit Claim Recording Fee		
Reconveyance Fee		
Recording Deeds Fee		
Reserve (or escrow) Funds for Property Taxes and Homeowner's Insurance (if required)		
Structural Pest Control, Roof, or other Inspection Fees		
Subordination Fee		
Trustee Fee		
Underwriting Fee		
Vesting Changes Fee (Associated with Grant Deed/Affidavit of Death, etc.)		
Wire fee		



AUTHORIZATION TO RELEASE INFORMATION

To Whom It May Concern:

I/We have applied for a mortgage loan from the The Police Credit Union. As part of the application process, I/we hereby give my/our authorization to have the The Police Credit Union obtain any and all information concerning my/our employment, savings, credit history, or any other information that might be required in connection with the loan either before the loan is closed or as part of the lender's quality control program.

The Police Credit Union, or any other investor that purchases the mortgage, or the mortgage guaranty insurer (if any), may utilize this authorization to obtain information from any party named in the loan application.

A copy of this authorization may be accepted as the original.

Your prompt response to any inquiries by the The Police Credit Union, the investor that purchase the mortgage, or the mortgage guaranty insurer (if any), is appreciated.

Applicant's Signature

Date

Social Security Number

Applicant's Signature

Date

Social Security Number

Loan interest rates are based on current market rates, are subject to pricing adjustments related to several factors including, but not limited to, property type and location, loan amount, loan type, loan-to-value, occupancy type, borrower credit history. Mortgage insurance may be required if loan-to-value (LTV) is higher than 80% which could increase the monthly payment and APR.

Adequate property insurance (which may include flood insurance) is required. Borrower responsible for insurance requirements and applicable state, county, city taxes which can be substantial. Additional loan programs may be available. Other restrictions may apply.

The annual percentage rate (APR), is the cost of credit over the term of the loan expressed as an annual rate. The APR is based on interest rate, loan origination fees and applicable closing costs and does not take into account other loan specific finance charges you may be required to pay. Actual rate will be determined after receipt of completed application and prior to execution of loan documents. Rate lock may not be available until final loan approval; fee may apply.

Refinancing to lower your monthly payment may extend the number of monthly payments and/or the total amount paid when compared to your current situation. Other loan programs are also available. If you are a service-member on active duty, prior to seeking a refinance of your existing mortgage loan, please consult with your legal advisor regarding the loss of any benefits you are entitled to under the Service-members Civil Relief Act or applicable state law.

Actual rates may vary. Loans are subject to credit qualifications and underwriting requirements. Property type and other restrictions may apply. Loans with lower nominal interest rates may be available to borrower willing to pay points and fees. For other loan programs that are available, call for details.

ACKNOWLEDGEMENT OF APPRAISAL & CREDIT REPORT FEE: The appraisal and credit report are required for the sole use and benefit of the The Police Credit Union in evaluating your loan application. The appraised value of the property may vary from the sales price, the assessor's estimate, or your own estimate of value. Both the appraisal and credit report will remain the property of The Police Credit Union.

Unless otherwise agreed, it is understood and agreed that the appraisal and the credit report are extra expenses and will be paid by the undersigned whether or not the loan is granted, to the extent provided by law.

NOTICE TO APPLICANT(S) OF THE RIGHT TO RECEIVE A COPY OF THE APPRAISAL REPORT:

The Police Credit Union shall ensure that the borrower/applicant is provided a copy of any appraisal report concerning the borrower/applicant's subject property promptly upon completion at no additional cost to the borrower/applicant, and in any event no less than three days prior to closing of the loan. The borrower/applicant may waive this three-day requirement. The Police Credit Union may require the borrower/applicant to reimburse The Police Credit Union for the cost of the appraisal.

TITLE EXAMINATION: The title is to be examined by and to the satisfaction of the The Police Credit Union, and the expense of the examination, paper, recording fees, and the title insurance are to be paid by the undersigned applicant. All provisions of the Note and the Deed of Trust are to be satisfactory to the The Police Credit Union. If after the title has been examined, the security is not found to be satisfactory, or if the applicant should decide not to accept the loan, all costs incurred shall be paid by the applicant. It is understood that the The Police Credit Union may withdraw its acceptance at any time after 30 days of notice of approval. Should you have a preference in the choice of the Title Company used for this transaction, please indicate below:

- Yes**, please order title with: _____
- No**, please use the title company of your choice.

The undersigned acknowledges receipt of the above notices:

Applicant's Signature

Date

Applicant's Signature

Date

RESPA SERVICING DISCLOSURE (Page 1 of 2)

Lender: The Police Credit Union, 1250 Grundy Lane, San Bruno, CA 94066, 415.564.3800, www.thepolicecu.org

NOTICE TO FIRST LIEN MORTGAGE LOAN APPLICANTS: THE RIGHT TO COLLECT YOUR MORTGAGE LOAN PAYMENTS MAY BE TRANSFERRED. FEDERAL LAW GIVES YOU CERTAIN RELATED RIGHTS. IF YOUR LOAN IS MADE, SAVE THIS STATEMENT WITH YOUR LOAN DOCUMENTS. SIGN THE ACKNOWLEDGEMENT AT THE END OF THIS STATEMENT ONLY IF YOU UNDERSTAND ITS CONTENTS.

Because you are applying for a mortgage loan covered by the Real Estate Settlement Procedures Act (RESPA) (12 U.S.C. Section 2601 et seq.) you have certain rights under the Federal Law. This statement tells you about those rights. It also tells you what the chances are that the servicing for this loan may be transferred to a different loan servicer. "Servicing" refers to collecting your principal, interest and escrow account payments, if any. If your loan servicer changes, there are certain procedures that must be followed. This statement generally explains those procedures.

TRANSFER PRACTICES & REQUIREMENTS: If the servicing of your loan is assigned, sold, or transferred to a new servicer, you must be given written notice of that transfer. The present loan servicer must send you notice in writing of the assignment, sale or transfer of the servicing not less than 30 days before the effective date of the transfer. The new loan servicer must also send you notice within 30 days after effective date of the transfer. The present servicer and the new servicer may combine this information in one notice, so long as the notice is sent to you 30 days before the effective date of transfer. The 30-day period is not applicable if a notice of prospective transfer is provided to you at settlement. The law allows a delay in time (not more than 30 days after a transfer) for servicers to notify you, upon the occurrence of certain business emergencies.

Notices must contain certain information. They must contain the effective date of the transfer of the servicing of your loan to the new servicer, and the name, address, and toll-free or collect call telephone number of the new servicer, and toll-free, or collect call telephone numbers of a person or department for both your present servicer and your new servicer to answer your questions. During the 60-day period following the effective date of the transfer of the loan servicing, a loan payment received by your old servicer before its due date may not be treated by the new loan servicer as late, and a late fee may not be imposed on you.

COMPLAINT RESOLUTION: Section 6 of RESPA (12 U.S.C. Section 2605) gives you certain consumer rights, whether or not your loan servicing is transferred. If you send a "qualified written request" to your servicer, your servicer must provide you with a written acknowledgement within 20 Business Days of receipt of your request. A "qualified written request" is a written correspondence, other than notice on a payment coupon or other payment medium supplied by the servicer, which includes your name and account number, and the information regarding your request. Not later than 60 Business Days after receiving your request, your servicer must make any appropriate corrections to your account, or must provide you with a written clarification regarding any dispute. During this 60-Business Day Period, your servicer may not provide information to a consumer reporting agency concerning any overdue payment related to such period or qualified written request. A "Business Day" is any day in which the offices of the business entity are open to the public for carrying on substantially all of its business functions.

DAMAGES & COSTS: Section 6 of RESPA also provides for damages and costs for individuals or classes of individuals in circumstances where servicers are shown to have violated the requirements of that Section.

(Continues on next page)

RESPA SERVICING DISCLOSURE (Page 2 of 2)

Lender: The Police Credit Union, 1250 Grundy Lane, San Bruno, CA 94066, 415.564.3800,

www.thepolicecu.org **SERVICE TRANSFER ESTIMATES:**

1. The following is the best estimate of what will happen to the servicing of your mortgage loan:
 - The Police Credit Union **MAY** assign, sell or transfer the servicing of your loan while the loan is outstanding.
 - The Police Credit Union **is** able to service the loan and we have not declined whether to service your loan.

2. For all of first lien mortgage loans that the The Police Credit Union makes in the 12-month period after our mortgage loan is funded, we estimate that the percentage of mortgage loans for which we will transfer servicing is between 0% and 25% (zero percent – twenty five percent). This information includes assignments, sales or transfer to affiliates or subsidiaries. This is only our best estimate and it is not binding. Business conditions or other circumstances may affect our future transferring decisions.

3. The Police Credit Union **has** previously assigned, sold or transferred the servicing of federally related mortgage loans.

4. This information **does** include assignments, sales or transfers to affiliates or subsidiaries.

SFPCU Representative

Date

ACKNOWLEDGEMENT OF MORTGAGE LOAN APPLICANT: I/We have read bth pages of this disclosure form (page one and two), and understand its contents, as evidenced by my/our signatures below. I/We understand that this acknowledgement is a required part of the mortgage loan application.

Applicant's Signature

Date

Applicant's Signature

Date